OFF-CAMPUS CATERER APPLICATION

1. BUSINESS INFORMATION

Legal Business Name: _______________________________________________________________

Federal Employer ID Number (FEIN): ____________________________________________________

D/B/A—Doing Business As: (if applicable): ______________________________________________

Website Address (if applicable): ______________________________________________________

Business Address: __________________________________________________________________

Telephone Number: ___________________ Fax Number: ________________________________

Cell Number: __________________________

2. CATERING CONTACT (This information will be listed online) AUTHORIZED CONTACT FOR THIS QUESTIONNAIRE

Name: ____________________________________________________________________________

Title: ____________________________________________________________________________

Telephone Number: ___________________ Fax Number: ________________________________

Cell Number: __________________________

Email: ____________________________________________________________________________

3. PLEASE INCLUDE THE FOLLOWING DOCUMENTATION WITH YOUR APPLICATION:
   • City of Waco Occupation License or Food Establishment Permit
   • Texas Sales and Tax Permit
   • Last public health inspections documents
   • Managers’ ServSafe Certificates
   • McLennan County Food Safety Class Certificates
   • W-9 (signed)
   • Certificate of Liability (see last page for sample/example of requirements)
   • Signed Statement of Understanding (see page 4)
4. MANAGEMENT AND STAFF TRAINING

*Please include Serve Safe Certification and list of managers that will be assigned to Baylor.
*Please include documentation that staff has attended McLennan County Food Safety Class.

Do you perform background checks on management and staff? _______________________________

If so, what is the process and firms you utilize for this service? ______________________________

____________________________________________________________________________________

If you use a temporary staff service for staffing, do you require agency to perform background checks on staff used by your company?
____________________________________________________________________________________

Please list temporary staff service firms that you use to staff events:

a. ________________________________________________________________

b. ________________________________________________________________

c. ________________________________________________________________

d. ________________________________________________________________

5. HAACP-HAZARD ANALYSIS CRITICAL CONTROL POINT

Does your company have a HAACP plan in place that manages food from your backdoor to point-of-service?

____________________________________________________________________________________

____________________________________________________________________________________

____________________________________________________________________________________

____________________________________________________________________________________

____________________________________________________________________________________

____________________________________________________________________________________
### 6. OTHER QUESTIONS

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<tr>
<th>Question</th>
<th>YES</th>
<th>NO</th>
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<tr>
<td>Does your firm have DOT certification in place for drivers and vehicles?</td>
<td></td>
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<td>Meaning your firm requires drivers’ licenses and proof of insurances when using vehicles to conduct business.</td>
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<td>Does your firm have the financial resources necessary to fulfill the requirements as an off-campus caterer for Baylor University?</td>
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<td>Our firm has reviewed and agrees to comply with Baylor’s solicitation policy. Failure to comply will jeopardize the vendors’ privilege as an off-campus caterer.</td>
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<td>Does your firm understand and agree to abide by the beverage agreement Baylor has with Pepsi.</td>
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<td>Baylor <strong>PREFERS</strong> that caterers use warmers without an open flame, however if canned cooking fuel is utilized, only <strong>WICK CHAFING FUEL</strong> is allowed. Caterers will need to have a fully-charged, currently inspected fire extinguisher on site, and staff members trained in the use of the extinguishers. Does your firm agree to comply with this policy?</td>
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**CERTIFICATION.** Vendor understands that the foregoing information shall be used by Baylor University Institutional Events and other applicable campus departments to determine whether Vendor should be approved as an off-campus caterer. Vendor understands that Baylor University shall rely on the foregoing information, among other things, to make that determination. Vendor hereby certifies that the above and foregoing information is complete, true and accurate. Vendor further understands and agrees that any false statement made in this questionnaire will be grounds for termination of Vendor’s agreement with Baylor University.

Printed Name: _____________________________________________________________

Signature: ________________________________________________________________

Telephone number: _________________________________________________________

Email address: _____________________________________________________________
STATEMENT OF UNDERSTANDING

As a 2017 - 2018 Off-Campus Catering firm for Baylor University, I have read and understand all of the policies and procedures provided to me, including the policy regarding solicitation on campus. I understand it is my firm’s responsibility to comply and abide by all rules therein. I also understand that if my firm fails to comply or if it violates any policy or procedure stated in the Off-Campus Catering Policies & Procedures it may result in the immediate revocation of our status as an off-campus caterer for Baylor University.

Name (printed): ________________________________________________________________

Signature: __________________________________________________________________

Title: _______________________________________________________________________

Name of Firm: __________________________________________________________________

Date: _______________________________________________________________________

OCC 2017-18, Page 4